

School of Environment, Education and Development

STUDENT RESEARCH FUND

2018-19
Guidance for Application

What is the Student Research Fund?

The School of Environment, Education and Development is committed to supporting the academic development of our students and recognising their achievements.

Eligible students are therefore invited to apply to the Student Research Fund (SRF) to help with costs associated with attendance at a relevant conference which would be beneficial to your study, or to support you undertaking your research related to your dissertation away from Manchester.

Who is eligible to apply?

All students registered on a Masters' level programme (180 credits), or in the fourth year of an undergraduate programme in the School of Environment, Education and Development can apply for support. You need to be academically and financially registered on your programme for 2018-19.

If you are applying for support to research for your dissertation topic away from Manchester, the relevant Exam Board must have approved your progression prior to any monies being paid to you.

If you have a debt to the University of Manchester, or any other negative service indicator on your student record, you will have to clear this prior to any monies being paid to you.

How much funding can be requested?

You can apply for 100% of costs associated with your application up to a maximum of £1000. All applications should give full, realistic costings. The final amount awarded to you will be determined by the panel and may be less than what you requested. The number of successful applications received will also determine the amount paid to you.

What can you claim for?

Acceptable expenditure that can be claimed for is:

- fees and expenses related to attending a conference or conducting research away from Manchester
- travel (air, rail, petrol use, etc) by the most economical means available
- accommodation (hotel, hostel etc), excluding food

Will you have to submit any receipts?

Yes, within one month of attendance at the conference/end of the research away from Manchester, successful applicants must complete a reconciliation form and submit this, along with original receipts.

Can funds be received in advance of attending the conference/undertaking the research away from Manchester?

Yes, successful applicants will be, where possible, paid the monies awarded prior to the attendance at the conference/start of the research away from Manchester.

How many times can you apply for funding from the SRF?

Successful applicants can only be supported once from this fund in an academic year up to the maximum amount of £1000. Unsuccessful applicants may apply to subsequent application rounds during the duration of their Masters programme.

Can you apply for reimbursement after attending a conference/undertaking research away from Manchester?

No, applications must be made in advance of the attendance at a conference/undertaking research away from Manchester.

How do you apply?

You should complete the Student Research Fund Application form with full details and costings and ask an appropriate member of academic staff (e.g. your Programme Director or Academic Advisor) to complete their section. This should then be submitted electronically to studentsupport-seed@manchester.ac.uk.

What is the deadline for applications?

There are three application deadlines in 2018-19:

- Round 1 – Friday 30 November 2018
- Round 2 – Friday 01 March 2019
- Round 3 – Friday 28 June 2019

Completed applications must be submitted by 5.00pm (GMT) on the deadline date. Applications will not be considered until the deadline date has passed for each round.

How will the successful applicants be selected?

As well as providing a statement of support, which should be coherent and sufficiently detailed, the academic member of staff supporting your application will be asked to provide an appraisal of you in terms of the following qualities:

- academic ability
- motivation
- written and oral communication skills
- capacity for original thought

They will be asked to rate you in comparison to other students on the programme. The qualities will be awarded the following points:

- Excellent = 4 points
- Good = 3 points
- Fair = 2 points
- Poor = 0 point

The maximum score available for each applicant is 16 points, the total score awarded will be used to determine which applicants will receive support when more applications are received than can be supported. The final decision will rest with the School's Director for Teaching and Learning. If you are unsuccessful there will be no right of appeal against the academic assessment of your application.

How will you be notified whether the application has been successful or not?

The School's Student Experience and Support team will notify all applicants of the outcome of the considerations, usually by email to your University of Manchester address. The email will come from studentsupport-seed@manchester.ac.uk.

If your application is successful how will you be paid the money?

If your application is successful, you will be paid the money directly into your bank account. In order that the money can be paid directly into your bank account you need to ensure that your bank account details are/have been entered into the student records system.

Your details should already be on the University system if you have received a maintenance stipend or other award whilst at the University of Manchester. Payments cannot be made into a bank account in a name other than your own.

How do you enter your bank account details online?

To enter your bank account details online you need to log into the student [My Manchester](#) then navigate to 'My Services' followed by 'Student System'. Next, select 'Campus Finances' followed by 'View Financial Aid', at which point you should see an option to click on a button and enter your details.

If you have any queries regarding this, please contact the Student Services Centre on (0161) 275 5000, option 5. Details of how to enter your bank details online will be contained in the correspondence to successful applications.

Will you have to pay back any money awarded?

If, for any reason, you do not attend the conference or undertake the period of research away from Manchester, you will be required to pay back the monies awarded to you. You will also be required to pay back any difference between the estimated cost in your application and the subsequent receipts and reconciliation.

How do you arrange your travel or accommodation?

You should make arrangements via the most economical means possible. The School will not arrange bookings for you, but you must retain all receipts or invoices for reconciliation.

Will you need permission to be away from Manchester?

If you intend to attend a conference or conduct research away from Manchester during the taught element of the programme you will need the written permission of your Programme Director prior to any application being approved.

What if you are in the UK with a Tier 4 visa?

If you are an international student on a Tier 4 visa there may be other considerations and restrictions if the conference/research away from Manchester takes place outside of the UK, or at a time of year when you are required to be in Manchester for the International Student Census.

It is your responsibility to check the dates and inform the School if you will be away during a Census period via your Programme Administrator. Dates of the Census can be found at:

www.seed.manchester.ac.uk/studentintranet/pgt/attendance-requirements/

What about ethical approval and risk assessments?

If you are requesting support to conduct research away from Manchester, you will be required to have been granted ethical approval for your research prior to any monies being paid to you.

Depending on the location of your conference/research away from Manchester you may be required to undertake an appropriate risk assessment. We will let you know if this is required if your application is successful.

What if you need further advice?

These guidance notes should cover most common queries. If you still require additional advice, please email the Student Experience and Support team at studentsupport-seed@manchester.ac.uk with the subject 'Student Research Fund'.